



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 5/9/17	Interviewer: L.K. Langley	RFA #17 – 43
Name of Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): WWU Staff in [REDACTED]		
Requested Assistance Pertaining To (name, position, policy, project, etc.): [REDACTED]		
[REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:      Male  Female  Administrator  Faculty  Staff  Student   
Concern Regarding:      Male  Female  Administrator  Faculty  Staff  Student

Category: (Please check at least one)

Age       Color       Creed       Disability       Veteran Status  
 Marital Status       National Origin       Race       Religion       Retaliation  
 Sex/Gender       Sexual Harassment       Sexual Orientation       Employment       Genetic  
 Gender Identity or Expression       Information

Time Line		
Date	Item	Comments
5/9/17	Bias incident form #1116564 received by EOO at 11:10 am.	
5/11/17	L.K. Langley t/c with [REDACTED]	Langley t/c to [REDACTED] (preferred name for interaction with EOO is [REDACTED] not yet using [REDACTED] or she/her pronouns in her work environment) [REDACTED] walked in to the [REDACTED] meeting when it was starting and heard people laughing at a joke about preferred pronouns and the student at UM who indicated their pronoun as "His Majesty." She was the last to come in to the meeting and didn't hear what led up to the joke. [REDACTED] felt like she should speak up but couldn't. She is trans and is not yet out at work; she feels that there was an assumption by others in the meeting that there were not trans people in the meeting. [REDACTED] felt the joke was not appropriate and that it was counter to staff's responsibility to work to protect and provide safe environments for transgender students. The [REDACTED] meets monthly to keep functional areas up to date about what's happening. [REDACTED] is the person who made the joke.

		<p>Other attendees included [REDACTED]</p> <p>[REDACTED] spoke with [REDACTED] about it after the meeting and shared her concerns. She is not sure [REDACTED] understood how much it bothered her. [REDACTED] is particularly concerned about how people's attitudes may impact students.</p> <p>Langley suggested the possibility of doing some training with the group. [REDACTED] thinks this is a good idea.</p>
5/18/17	Langley l/m for [REDACTED]; please call.	
5/18/17	[REDACTED] email to Langley; received message, in meetings all day today and tomorrow, can she call Monday?	
5/18/17	Langley reply to [REDACTED] email; yes, please call on Monday.	
5/23/17	[REDACTED] l/m for Langley.	
5/24/17	Langley l/m for [REDACTED].	
5/25/17	[REDACTED] l/m for Langley.	
5/25/17	Langley l/m and emailed [REDACTED]	
5/25/17	[REDACTED] t/c to Langley.	<p>Langley discussed the concern with [REDACTED] and suggested providing training to the group. [REDACTED] does not think the group is at all hostile to supporting trans students; she thinks the joke and conversation were about how to make sure people don't abuse a system that is put in place. She has some concern about requiring people she doesn't supervise to do training and staff wondering where it is coming from. Langley and [REDACTED] discussed framing it as a discussion rather than a training; giving people some broader social context can help them understand the importance of the related work they are doing.</p> <p>Agendas are very full given number of projects going on. Langley requested half an hour and proposed extending the length of a meeting. 20 minutes could work, but not less. [REDACTED] will find a way to fit it into the June or July meeting and will be in touch with Langley in early June. Langley and [REDACTED] discussed the importance of not tying this discussion to [REDACTED] specifically.</p>
5/25/17	Langley t/c to [REDACTED].	<p>Let her know [REDACTED] and Langley spoke and [REDACTED] has agreed to fit Langley into the agenda of an upcoming meeting to provide some brief training. The training will not discuss the particular incident but will discuss harmful impacts of joking.</p>

5/25/17	Emails between [REDACTED] and Langley	Emails between [REDACTED] and Langley confirming Langley on agenda for 30 minutes at June 12 meeting. Langley and [REDACTED] will talk by phone in early June to prepare.
6/5/17	Langley t/c to [REDACTED]	<p>Discussed framing and approach for training. Important to recognize that a lot of people in the room have done work re: preferred name. Langley clarified that this conversation and [REDACTED] concern regard pronouns; [REDACTED] believes the concern is about names. Langley said that it's important to be clear this conversation is about respect for people's pronouns. Overarching frame of how this group can further support for our transgender students and colleagues.</p> <p>In response to Langley's question confirming half an hour on agenda, [REDACTED] said that only 15 minutes is possible. Langley said this may need to be the beginning of further training/conversation.</p> <p>Langley asked to receive copy of agenda for meeting when it is sent, and [REDACTED] agreed.</p>
6/12/17	Langley provides training to [REDACTED]	PowerPoint slides used are in the file.
7/11/17	Langley t/c to [REDACTED]	<p>Calling to follow up on the training I provided last month and to see if the concern [REDACTED] raised was addressed. [REDACTED] said that the concern she raised was addressed and that it was a wonderful training. Langley told [REDACTED] that another employee had requested the PowerPoint slides, and asked if [REDACTED] would like a copy. She would, and Langley will send to [REDACTED].</p> <p>Langley said they hope related concerns don't arise in the future, but if they do, please know that the EO Office is here to be supportive and please reach out to us.</p>
7/11/17	Langley email to [REDACTED]	Attaching slides from training.